

MAP FOLLOW UP GUIDELINES

Deadline:

The deadline to submit the MAP Grant Follow Up report and all associated documentation is **midnight on September 30**.

Eligibility:

As described in the Bylaws, Regular and Associate Members **must meet the follow-up deadline and expectations, be in good standing (all fees paid and SSA Bylaw and policy expectations met), have registered 100% of participants** (i.e. players, coaches and team personnel, referees) and have previously received approval in writing in order to be eligible for MAP funding.

The following is list of ineligible expenses, as declared by Sask Sport, which will not be accepted.

Ineligible Expenses:

- General operating costs such as annual administrative costs, facility rental costs and referee game fees will not typically be approved as an eligible expenditure. **Exceptions due to the COVID 19 Pandemic are outlined in, SSA Policy - Section Eleven - Grant 2.5.4**
- Any construction, upgrading, maintenance or operating costs of facilities
- Expenditures for which other grant dollars have been used
- Social events (barbecues, lunches, etc.)
- Alcoholic beverages
- Research projects or feasibility studies
- Out-of-Province travel
- Provincial or University CIS team expenses
- Wages
- Other expenses deemed as ineligible as identified by the SSA

Funding and Eligible Expenses:

Funding levels for your organization have been confirmed previously based on your application. We encourage members to **“over submit”** on the Follow Up report. Organizations that are eligible for over submission (based on their application) may receive more than they were approved for. (Example: If you have been approved for \$1,000 but you have eligible receipts for \$1,500 we encourage you to submit them).

Members that do not properly complete their follow up will lose MAP eligibility and any available funds will be put back into the pool to be split among those Members that have completed all follow up requirements.

Follow Up Reports:

- [Population Based Funding Follow Up Report Form](#)
- [Special Project Funding Follow Up Report Form](#)
- [Receipt Spreadsheet - PBF](#)
- [Receipt Spreadsheet - SPF](#)

Please note: Any report that is not completed in full will be sent back for completion.

Receipts and Documentation Standards:

Include receipts or appropriate documentation to verify all expenses incurred and approved in the application. Documentation (receipts) to verify expenditures can take various forms but should at a minimum:

- a) Indicate name of recipient (person or business) of the funds
- b) Describe goods or services provided for payment
- c) Disclose the amount of the payment
- d) Include the date that the goods/services was purchased (must be within the calendar year)
- e) Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back)
- f) Be documented in the Receipt Spreadsheet

Follow-up reports and receipts shall be submitted electronically ONLY.

- a) PBF Follow-up reports must include the SSA Receipt Spreadsheet which tracks the strategic priority area, the date of the receipt, the organization or business name, the total of the receipt, and the total of all receipts for each strategic priority area.
- b) SPF Follow-up reports are required for each SPF approved (i.e. 3 SP are approved, and 3 separate follow-up reports are submitted). SPF Follow-up reports must include the Receipt Spreadsheet which tracks the strategic priority area, the date of the receipt, the organization or business name, the total of the receipt, and the total of all receipts for each strategic priority area.
- c) Within the Receipt Spreadsheet, receipts must be labelled with the strategic priority area and number (ex. CD 1, GRD 4, OD 10, etc).
- d) Electronic files must be named with the title of the document or receipt, corresponding to the Receipt Spreadsheet.

Payment Process:

In order to receive the MAP Grant payment:

- All outstanding Accounts Receivable must be paid in full.
- All registration requirements for Outdoor must be completed by September 30.
- All registration requirements for Indoor must be submitted by November 7.
- The Follow Up Report and all associated documentation has been submitted, reviewed, and approved.
- MAP cheques will be mailed out December 15.

**It is our goal to ensure that all Members receive all funding available to them.
Together, we can work cooperatively to make the MAP Program a success!**

Please contact e.senger@sasksoccer.com for clarification on or assistance with your MAP Follow-Up.